



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PURCHASING CLERK

Class No. 002611

■ CLASSIFICATION PURPOSE

To perform purchasing tasks, such as placing orders using electronic systems and established purchase methods, e.g., contracts or blanket purchase agreements; to purchase items of small dollar value; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Under general supervision, Purchasing Clerks perform specialized clerical duties. Incumbents perform routine ordering and purchasing tasks other than purchases requiring signature authority. This class differs from the Procurement Specialist class series in that the latter has signature authority, and is responsible for buying a wide variety/large quantity of supplies, services, food and equipment requiring formally advertised invitations for bid and request for quotations.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Monitors verification and approval of Agency procurement card transactions by cardholders and approving officials.
2. Makes small dollar purchases for Agency programs using a County procurement card.
3. Maintains log reflecting procurement card purchases.
4. Places orders using electronic requisitions in Oracle for Agency programs.
5. Sorts and picks up County mail.
6. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices and procedures.
- Basic mathematics and units of measure.
- County customer service objectives and strategies.

Skills and Abilities to:

- Learn purchasing procedures and terminology including general business practices and techniques of purchasing.
- Read, interpret and follow established countywide order and buying procedures.
- Perform work utilizing automated equipment.
- Meet established deadlines.
- Understand, follow and explain purchasing procedures to county staff, vendors and others.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: completion of a certified clerical program, or a clerical curriculum from a community college AND two years of full time clerical experience; OR three (3) years of recent full-time warehouse experience in purchasing and receiving materials.

Note: Additional years of experience as described above may substitute for the clerical curriculum; OR, completion of an associate of arts degree with appropriate course work from an accredited college or university may substitute for the experience requirement up to one year.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

May be a member of a team/department with responsibility for sponsorship of Enterprise Resource Planning (ERP) software applications in support of countywide operations of: Human resource management; Time keeping and reporting; Payroll; Accounts Payable; and Accounts Receivable.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: September 8, 1989
Revised: April 11, 2002
Reviewed: Spring 2004
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